HOUSING POLICY
Exemption Application

ROOSEVELT UNIVERSITY

At Roosevelt University, we believe on-campus living provides a community for students and nurtures connections to peers and the institution. Studies have shown that students who live in residence halls are more likely to complete their degrees than those who live outside of university housing. Students will benefit from the cultural experiences, civic engagement and internship opportunities that Chicago has to offer. Because of this philosophy, all new first-year, full-time students enrolled at the Chicago Campus are required to live in University housing for their first two years. This policy applies to students who have earned fewer than 30 semester hours of transferable college credit and/or are under the age of 21 on the first day of the initial term of enrollment. Students in the Chicago College of Performing Arts must comply with a separate housing policy and should contact the college directly to request an exemption to their housing policy.

If you have extenuating circumstances and wish to be considered for a housing exemption, you must do the following:

1. Submit this completed housing exemption application by May 1 for the fall semester or November 1 for the spring semester to the **Office of Student Services, 430 S. Michigan Ave., Chicago, IL 60605.**
2. List your reasons for the exemption, and include your supporting documentation as well as any further explanation to support your request. If you have already signed a housing contract, the request must establish how your circumstances have changed since the contract was first signed. If your request is denied, and you choose to appeal, no new information will be considered. Information regarding the appeal process and approved exemption request are listed on the second page.

You will be notified via mail or email of a decision once all documentation has been received. You should not make alternative housing plans until you have received that decision.

Name_____ Roosevelt ID # _____
(Please print.) Last First MI

Exemption from 20 ____ ☐ Fall / Spring ☐ Spring Intended Major: _____

Home/cell phone _____ Email address _____

Home address _____
Street/P.O. Box Number City State Zip Code

Name of parent(s)_____Home phone (if different) _____

Reason for exemption (check all that apply):

____ I am living at home with a parent(s) or legal guardian.

____ I am married and/or I am a parent.

____ I can demonstrate a financial need that causes a significant gap between the financial award and my student/family resources.

____ I cannot live on campus due to medical or psychological reasons.

I have read and understand the above information regarding release from the housing policy requirement. The information supplied on and with this request is, to the best of my knowledge, accurate. If false information is submitted, I understand that my release will be denied automatically, charges for room and board may be assessed, and I may be referred for disciplinary action.

Signature of student _____ Date _____

Signature of parent/legal guardian _____ Date _____
(required only if student is under 18)

Filing a housing exemption application does not cancel your housing contract. See note on next page for details.

Required Documentation

Commuting from Permanent, Legal Residence

1. A completed housing exemption application
2. A signature from your parent(s) or legal guardian verifying that you will be commuting from his/her permanent, legal residence

Signature of parent/legal guardian _____ Date _____

Marriage/Parent

1. A completed housing exemption application
2. A copy of an official marriage license or domestic partnership certificate filed with the county; or a copy of your child's birth certificate and/or court-approved guardianship papers

Financial Hardship

1. A completed housing exemption application
2. All applicants for a financial need waiver MUST have completed a financial aid file BEFORE the hardship request can be processed. You need to submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. This application takes approximately two to six weeks to process.
3. Once this information is received by the Office of Financial Aid, your file will be reviewed and a decision will be made. If you are not eligible for financial aid, or if your request for financial aid has been denied, please include this information in your statement.

Medical or Psychological Release

1. A completed housing exemption application
2. A letter from your physician noting specific reasons as to why you cannot live on campus

Special Note for Students with Residence Hall Applications/Contracts

If an exemption is approved and the student has a residence hall application/contract on file, it is the student's responsibility to cancel the application/contract in writing with the Office of Residence Life. Contract cancellation fees will apply in accordance with the residence hall application/contract.

Appeals Process

Students may appeal a housing exemption decision. The appeal must be submitted in writing with supporting documentation to the Office of Student Services, 430 S. Michigan Ave., Chicago, IL 60605. Appeals must be received within seven working days from the date of the original exemption decision. Please note: No new information will be considered. Questions should be directed to the Office of Student Services at (312) 341-2004.

Office Use Only

Date received _____

Decision made by _____ Decision: ☐ Approved ☐ Denied Date _____

Remarks_____

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